



**USOE - SIS 2000+**

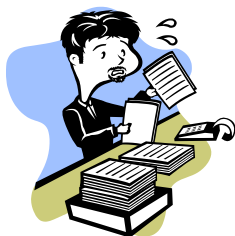
**Food Service**

**Managing Applications  
On the Web**



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# Eligibility Guidelines – 2013-2014

## Food and Nutrition Service

### Child Nutrition Programs; Income Eligibility Guidelines

Effective from July 1, 2013 to June 30, 2014											
HOUSEHOLD SIZE	FEDERAL POVERTY GUIDELINES	REDUCED PRICE MEALS - 185 %					FREE MEALS - 130 %				
	ANNUAL	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY	ANNUAL	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
<b>48 CONTIGUOUS STATES, DISTRICT OF COLUMBIA, GUAM, AND TERRITORIES</b>											
1	11,490	21,257	1,772	886	818	409	14,937	1,245	623	575	288
2	15,510	28,694	2,392	1,196	1,104	552	20,163	1,681	841	776	388
3	19,530	36,131	3,011	1,506	1,390	695	25,389	2,116	1,058	977	489
4	23,550	43,568	3,631	1,816	1,676	838	30,615	2,552	1,276	1,178	589
5	27,570	51,005	4,251	2,126	1,962	981	35,841	2,987	1,494	1,379	690
6	31,590	58,442	4,871	2,436	2,248	1,124	41,067	3,423	1,712	1,580	790
7	35,610	65,879	5,490	2,745	2,534	1,267	46,293	3,858	1,929	1,781	891
8	39,630	73,316	6,110	3,055	2,820	1,410	51,519	4,294	2,147	1,982	991
For each add'l family member, add	4,020	7,437	620	310	287	144	5,226	436	218	201	101
<b>ALASKA</b>											
1	14,350	26,548	2,213	1,107	1,022	511	18,655	1,555	778	718	359
2	19,380	35,853	2,988	1,494	1,379	690	25,194	2,100	1,050	969	485
3	24,410	45,159	3,764	1,882	1,737	869	31,733	2,645	1,323	1,221	611
4	29,440	54,464	4,539	2,270	2,095	1,048	38,272	3,190	1,595	1,472	736
5	34,470	63,770	5,315	2,658	2,453	1,227	44,811	3,735	1,868	1,724	862
6	39,500	73,075	6,090	3,045	2,811	1,406	51,350	4,280	2,140	1,975	988
7	44,530	82,381	6,866	3,433	3,169	1,585	57,889	4,825	2,413	2,227	1,114
8	49,560	91,686	7,641	3,821	3,527	1,764	64,428	5,369	2,685	2,478	1,239
For each add'l family member, add	5,030	9,306	776	388	358	179	6,539	545	273	252	126
<b>HAWAII</b>											
1	13,230	24,476	2,040	1,020	942	471	17,199	1,434	717	662	331
2	17,850	33,023	2,752	1,376	1,271	636	23,205	1,934	967	893	447
3	22,470	41,570	3,465	1,733	1,599	800	29,211	2,435	1,218	1,124	562
4	27,090	50,117	4,177	2,089	1,928	964	35,217	2,935	1,468	1,355	678
5	31,710	58,664	4,889	2,445	2,257	1,129	41,223	3,436	1,718	1,586	793
6	36,330	67,211	5,601	2,801	2,586	1,293	47,229	3,936	1,968	1,817	909
7	40,950	75,758	6,314	3,157	2,914	1,457	53,235	4,437	2,219	2,048	1,024
8	45,570	84,305	7,026	3,513	3,243	1,622	59,241	4,937	2,469	2,279	1,140
For each add'l family member, add	4,620	8,547	713	357	329	165	6,006	501	251	231	116

More information can be found at this website:

<http://www.fns.usda.gov/cnd/governance/notices/iegs/iegs.htm>

# Applications –



Add permissions in **Control Master** for **Food Service Personnel**

**Select: Edit Groups -**

**Group: Food Service Admin** (if you do not have this group – Select: Create New and create it)

**Food Service Admin**–select all permissions except for **Contact Applications**

(see example below) and Save - [« Reset](#) [Save »](#).

**Contact Applications** permission assigns the permission to Contacts: Parents/Guardians to login on the web and submit an Online Food Service Eligibility Application for free or reduced meals.

## Food Service Admin Permissions

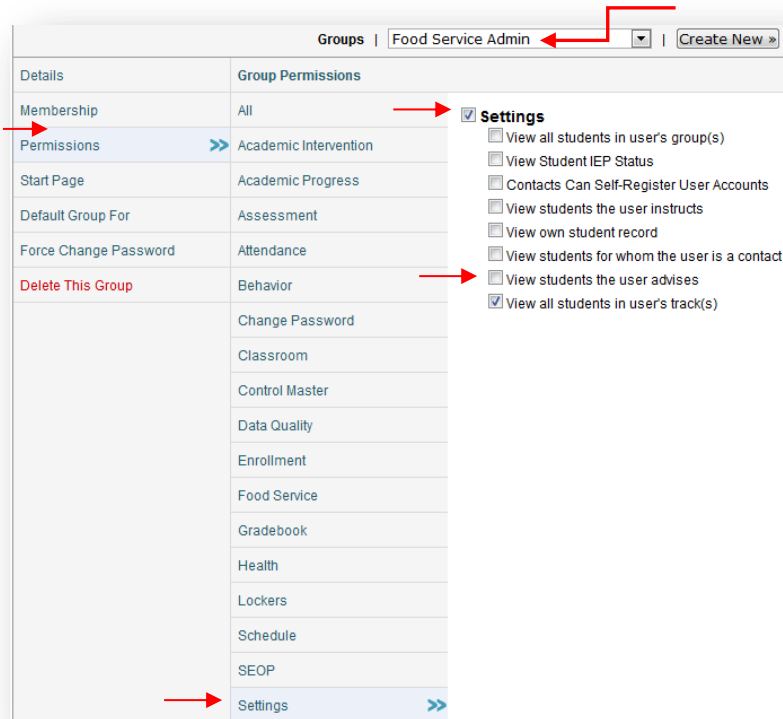
Details	Group Permissions
Membership	All
Permissions	Academic Intervention
Start Page	Academic Progress
Default Group For	Assessment
Force Change Password	Attendance
Delete This Group	Behavior
	Change Password
	Classroom
	Control Master
	Data Quality
	Enrollment
	<b>Food Service</b>
	Gradebook

<input checked="" type="checkbox"/> <b>Food Service</b>
<input checked="" type="checkbox"/> Applications
<input checked="" type="checkbox"/> Manage Applications
<input checked="" type="checkbox"/> Application Verification
<input type="checkbox"/> Free/Reduced Meal Application
<input checked="" type="checkbox"/> Accounts
<input checked="" type="checkbox"/> Manage Accounts
<input checked="" type="checkbox"/> Edit Statuses
<input checked="" type="checkbox"/> Change Purchase Amounts
<input checked="" type="checkbox"/> Manage Patrons
<input checked="" type="checkbox"/> Import Payments
<input checked="" type="checkbox"/> Point of Service
<input checked="" type="checkbox"/> Cafeteria
<input checked="" type="checkbox"/> Class Entry
<input checked="" type="checkbox"/> Setup
<input checked="" type="checkbox"/> Food Items
<input checked="" type="checkbox"/> Manage LEA Food Items
<input checked="" type="checkbox"/> Manage School Food Items
<input type="checkbox"/> View Report Options

Do not select Free/Reduced Meal Applications for this group.

**Continuing ..... go to Group Permissions: Settings –  
Select - View all students in user's track(s) and Save** [Reset](#) [Save »](#) .



**If you need help setting permissions, please contact your SIS2000+ specialist.  
Keep your student data secure.**





## Online Applications via the web

**Only may be submitted by Contacts - Parents /Guardians**  
**If you already have a Contacts group created – skip to page**

If parents/guardians do not login to your SIS2000+ software with their own-  
Contacts /Parents/Guardians user name and password, the online application software will  
not be available to them.

In other words, if contacts / parents/guardians login under their student ID's and  
passwords, they will not be able to use the online application software for food service.

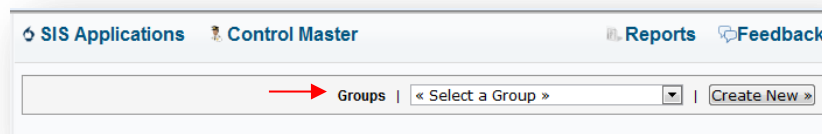
Parents / Guardians can still submit a regular paper application directly to the Food Service  
Personnel at the school. Online Applications are optional.



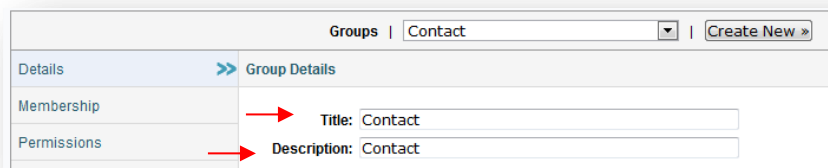
**To Create a Contact group for parents and guardians, etc.**  
**for using Online Applications – Go to Control Master**

### Select -Edit Groups

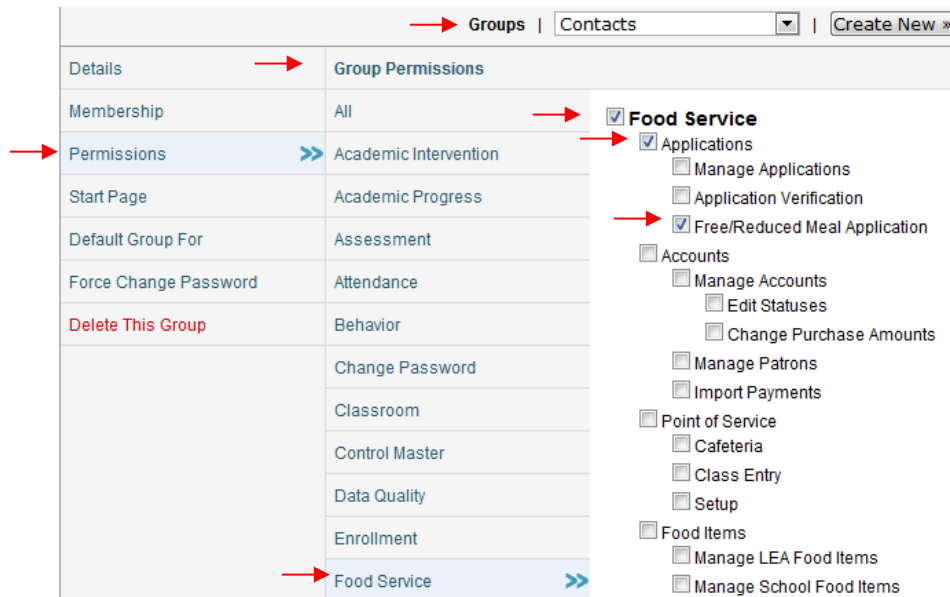
**Select - Create New (if you don't already have Contact Group created)**



### Add Title and Description



## Add – Permissions – Group Permissions: Food Service –Select: **Free/Reduced Meal Application for Contacts group.**



Groups | Contacts | Create New »

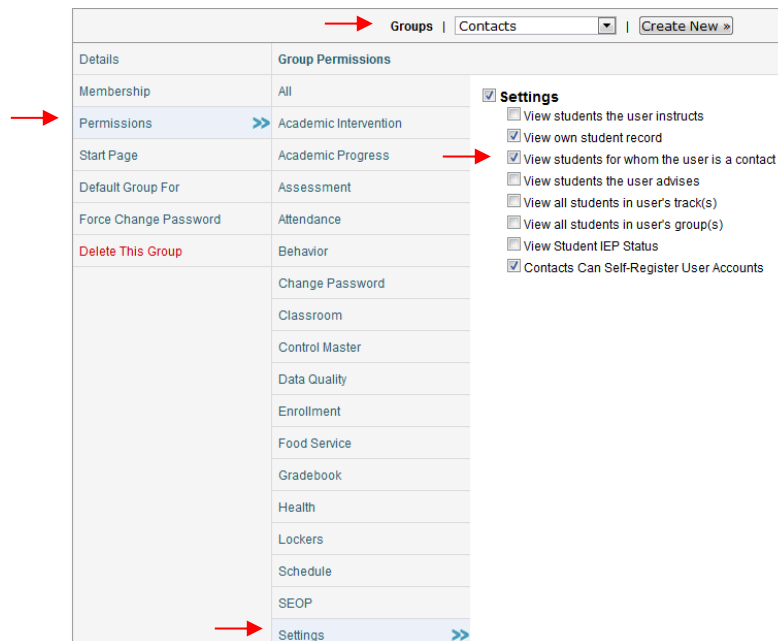
Details	Group Permissions
Membership	All
Permissions	Academic Intervention
Start Page	Academic Progress
Default Group For	Assessment
Force Change Password	Attendance
Delete This Group	Behavior
	Change Password
	Classroom
	Control Master
	Data Quality
	Enrollment
	Food Service

**Food Service**

- ☒ Applications
  - ☐ Manage Applications
  - ☐ Application Verification
  - ☒ Free/Reduced Meal Application
- ☐ Accounts
  - ☐ Manage Accounts
  - ☐ Edit Statuses
  - ☐ Change Purchase Amounts
- ☐ Manage Patrons
- ☐ Import Payments
- ☐ Point of Service
  - ☐ Cafeteria
  - ☐ Class Entry
  - ☐ Setup
- ☐ Food Items
  - ☐ Manage LEA Food Items
  - ☐ Manage School Food Items

Continuing ---- go to Group Permissions - select: **Settings**

To allow contacts/ parents / guardians to view their student's account information  
Select - View students for whom the user is a contact



Groups | Contacts | Create New »

Details	Group Permissions
Membership	All
Permissions	Academic Intervention
Start Page	Academic Progress
Default Group For	Assessment
Force Change Password	Attendance
Delete This Group	Behavior
	Change Password
	Classroom
	Control Master
	Data Quality
	Enrollment
	Food Service
	Gradebook
	Health
	Lockers
	Schedule
	SEOP
	Settings

**Settings**

- ☐ View students the user instructs
- ☒ View own student record
- ☒ View students for whom the user is a contact
- ☐ View students the user advises
- ☐ View all students in user's track(s)
- ☐ View all students in user's group(s)
- ☐ View Student IEP Status
- ☒ Contacts Can Self-Register User Accounts

## User Accounts

To allow users to Self-Register for a login account - Select – Contacts can Self-Register

## Setup permissions for Online Applications in **Control Master**

The screenshot shows the 'Groups' management interface. At the top, there's a 'Groups' tab and a 'Contacts' dropdown. Below this is a table with columns for 'Details' and 'Group Permissions'. The 'Permissions' tab is selected, showing a list of permissions like 'Academic Intervention', 'Academic Progress', 'Assessment', 'Attendance', 'Behavior', 'Change Password', 'Classroom', 'Control Master', 'Data Quality', 'Enrollment', 'Food Service', 'Gradebook', 'Health', 'Lockers', 'Schedule', 'SEOP', and 'Settings'. To the right of the table is a 'Settings' section with checkboxes for various permissions, including 'View students the user instructs', 'View own student record', 'View students for whom the user is a contact', 'View students the user advises', 'View all students in user's track(s)', 'View all students in user's group(s)', 'View Student IEP Status', and 'Contacts Can Self-Register User Accounts'.

**For more information to help contacts setup an account – visit our website:  
Under Training Video Clips**

<http://www.schools.utah.gov/computerservices/Services/Student-Information-System/Quick-Guides.aspx>



- [Contacts – Create an Account](#) (August 2010)
- [Contacts – Editing Emergency Info](#) (August 2010)
- [Contacts – Editing Parent Info](#) (August 2010)
- [Contacts – Editing Student Info](#) (August 2010)
- [Contacts – Editing Student Info \(Main\)](#) (August 2010)
- [Contacts – Verify Info](#) (August 2010)





**PART 3. HOMELESS / MIGRANT / RUNAWAY**

If any child you are applying for is HOMELESS, MIGRANT, or a RUNAWAY, check the appropriate box and call John Smith (801)555-1212.

☐ Homeless
 ☐ Migrant
 ☐ Runaway

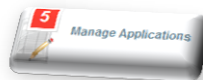
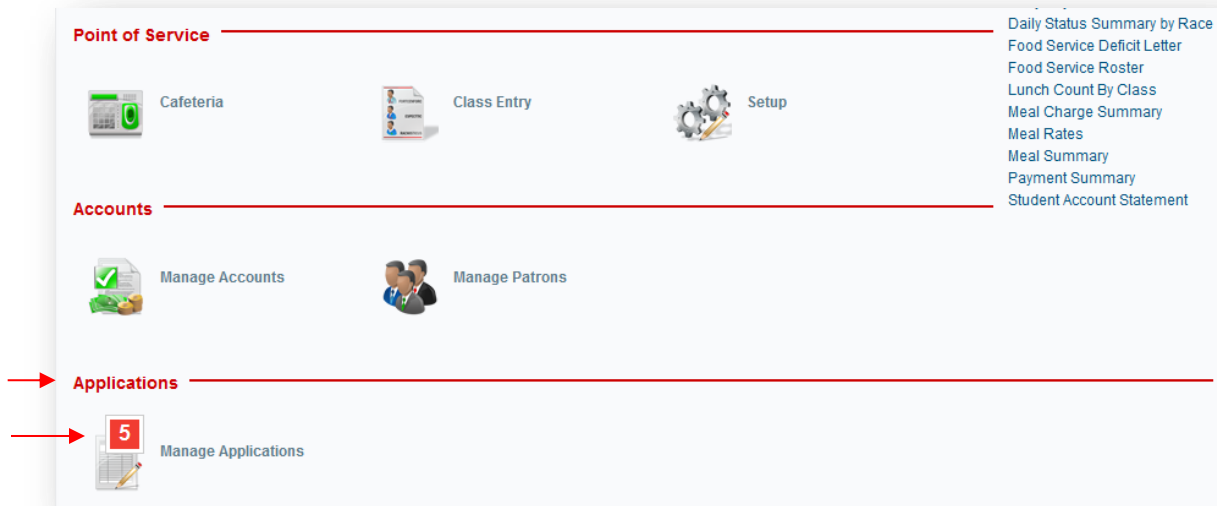
**To setup a phone number for users to call if they are homeless, migrant, or a runaway is added under Control Master – under Edit Settings under Food Service**

All Settings	<b>Food Service</b>
Attendance	
Contact Info	
Email	
<b>Food Service</b> >>	<b>Food Service » Application Hearing Contact Information</b> Hearing request contact information to display on the application FAQs <input type="text"/>
Year-End	<b>Food Service » Application Help Phone Number</b> Help Phone Number to display on the application FAQs <input type="text"/>
Login	<b>Food Service » Application HMR Contact Information</b> Contact Information for HMR to display on the application FAQs <input type="text"/>
Version	
SIS Web Central	
Student Demographics	
Student Photos	<b>Food Service » Application LEA Name</b> Name of the LEA to display on the application FAQs <input type="text"/>
System Update	<b>Food Service » Application Return Address</b> Return Address to display on the application FAQs <input type="text"/>
UTIPS	<b>Food Service » Payment URL</b> Provide a complete URL where lunch account payments can be made. The "Make Payment" link will be available to students and contacts on Student Summary when the lunch balance is shown.  Must begin with "https://" or "http://" as required by your payment provider. A {StudentID} token (with braces) may be included in the URL which will be replaced by the student's ID. http://www.ksl.com/ (Optional: {StudentID})
UTREx	<b>Food Service » Separate Meal Rates by Grade Level</b> Allow different meal rates for each grade level. <input type="checkbox"/>
<a href="#">« Reset</a> <a href="#">Save »</a>	



## Applications – Manage Applications

When a contact /parents / guardians submit a new Online Application – Food Service Personnel will see it in the Manage Applications screen with the number of applications that need processed.



## Select – Manage Applications

Users can search on this screen by Series (application series number), Applicant Name, Student ID, Student Name, or Household Member.

Options: Include Exited / Inactive (Students) or Include Withdrawn Applications

**Applicants don't always give all critical information when submitting the application. Users may need to contact the applicant for more information to finish processing the application.**

Open Applications				
Series	Applicant	Date	Status	Note
34707	Loyal Pullar	4/26/2013	Processing	
34708	Anna Smith	4/29/2013	Needs Information	student misidentified
34709	Kortland McWethy	5/7/2013	Needs Information	This student's application is waiting for n
34711	Principal Browne	5/1/2013	New	
34713	Tadia Spach	5/20/2013	Processing	

**Add Application Status: Needs Information and add notes (optional) for referencing about information needed for the application.**

Series: 34709 → Application Status: Needs Information  
 Application Date: 05/07/2013 Start Date: 05/07/2013  
 → Note: This student's application is waiting for more information.  
 Determining Official: « Select a Faculty » Determination Date:   
 Confirming Official: « Select a Faculty » Confirmation Date:   
 Verifying Official: « Select a Faculty » Verification Date:

**After receiving the information to finish the application, add the information and save application.**

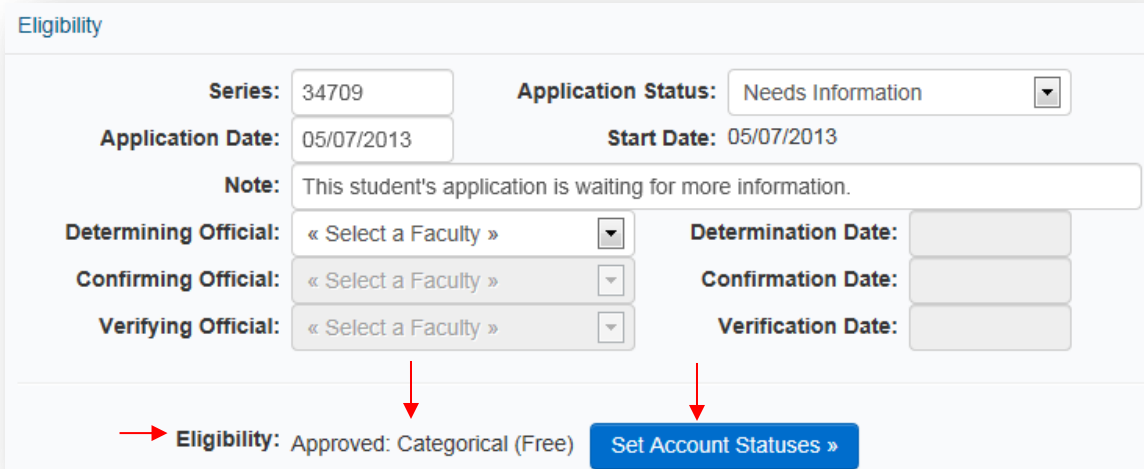
Eligibility

Application

SHARING INFORMATION WITH MEDICAID / CHIP

« Cancel Save Application »

**When all pertinent information has been entered – continue and set the status for the students.**



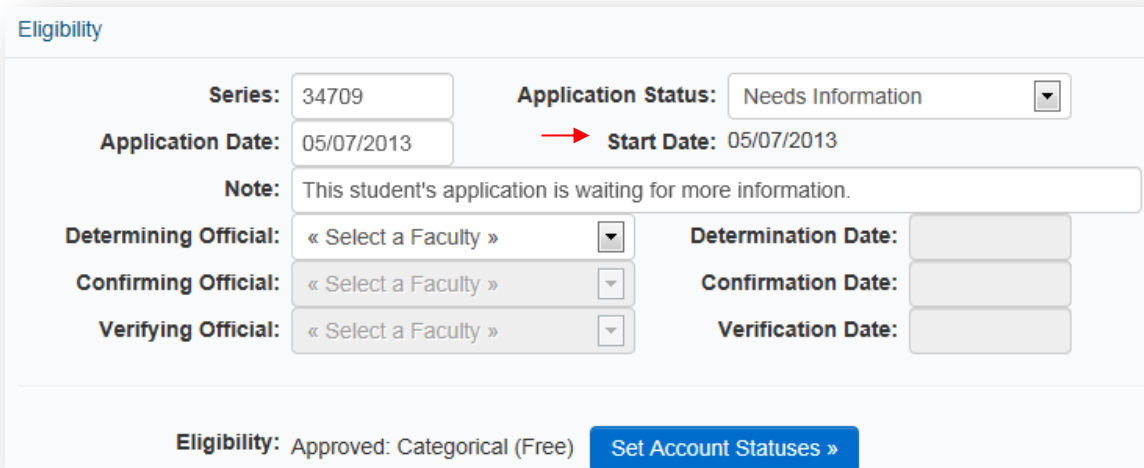
The screenshot shows the 'Eligibility' form with the following fields and values:

- Series:** 34709
- Application Status:** Needs Information (dropdown menu)
- Application Date:** 05/07/2013
- Start Date:** 05/07/2013
- Note:** This student's application is waiting for more information.
- Determining Official:** « Select a Faculty » (dropdown menu)
- Confirming Official:** « Select a Faculty » (dropdown menu)
- Verifying Official:** « Select a Faculty » (dropdown menu)
- Determination Date:** (empty text box)
- Confirmation Date:** (empty text box)
- Verification Date:** (empty text box)

At the bottom, the **Eligibility:** field shows 'Approved: Categorical (Free)'. A red arrow points to the 'Set Account Statuses »' button. Another red arrow points from the 'Determining Official' dropdown to the same button.

**Once the Status has been set - the students on the application are approved for Free or reduced meals and will be charged accordingly for their meals starting the day the account status is set and approved.**

**Start Date will show the day the Eligibility for the set status will start.**




The screenshot shows the 'Eligibility' form with the following fields and values:

- Series:** 34709
- Application Status:** Needs Information (dropdown menu)
- Application Date:** 05/07/2013
- Start Date:** 05/07/2013
- Note:** This student's application is waiting for more information.
- Determining Official:** « Select a Faculty » (dropdown menu)
- Confirming Official:** « Select a Faculty » (dropdown menu)
- Verifying Official:** « Select a Faculty » (dropdown menu)
- Determination Date:** (empty text box)
- Confirmation Date:** (empty text box)
- Verification Date:** (empty text box)

At the bottom, the **Eligibility:** field shows 'Approved: Categorical (Free)'. A red arrow points to the 'Start Date' field.



## Creating a New Application -



### Select - << Create New Application >>



Search for an application < Create New Application > 

☐ Include Exited/Inactive ☐ Include Withdrawn Applications

Selecting the words: **Eligibility**, **Application**, and **Sharing Information With Medicaid / CHIP** will collapse (close) the screen for easier viewing and entering information.

 Eligibility 

 Application 


 SHARING INFORMATION WITH MEDICAID / CHIP 


**Eligibility** - will be the last part of the application a user will do.

**Eligibility** was added to the beginning of the application rather than at the end because users will be accessing it often for finalizing the application information.

Users may collapse the Eligibility screen for easier viewing and entering information until they are ready to enter the final information for setting account statuses:


→ **Eligibility** - Determining Official      Determination Date - added for auditing  
                                  Confirming Official      Confirmation Date - added for auditing  
                                  Verifying Official      Verifying Date - added for auditing


 Eligibility


Series: 34709      Application Status: Needs Information 


Application Date: 05/07/2013      Start Date: 05/07/2013

Note: This student's application is waiting for more information.

Determining Official: « Select a Faculty »       Determination Date:

Confirming Official: « Select a Faculty »       Confirmation Date:

Verifying Official: « Select a Faculty »       Verification Date:

→ Eligibility: Approved: Categorical (Free) 

## New Application

→ Application

<b>PART 1. CHILDREN</b>											
Names of all children			<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">+ Add</span>								
First	Middle Initial	Last	School	Student ID	Grade	Foster Child	No Income	LEA Student ID			
No Children added. Click Add button above											
<b>PART 2. BENEFITS</b>											
If any member of your household receives Utah SNAP, FDIPIR, or FEP, provide the name and case number of the person who receives benefits. Do not list 16 digit EBT card number, Social Security Number, Medicare/Medicaid numbers, or any number other than the case number.											
Program: « None »			Beneficiary:				Case Number:				
<b>PART 3. HOMELESS / MIGRANT / RUNAWAY</b>											
If any child you are applying for is HOMELESS, MIGRANT, or a RUNAWAY, check the appropriate box and call John Smith (801)555-1212.											
<input type="checkbox"/> Homeless				<input type="checkbox"/> Migrant				<input type="checkbox"/> Runaway			
<b>PART 4. TOTAL HOUSEHOLD GROSS INCOME</b>											
List all other family members, including children with income											
NAME		<span style="background-color: #007bff; color: white; padding: 2px 5px; border-radius: 3px;">+ Add</span>		HOW MUCH INCOME AND HOW OFTEN IT WAS RECEIVED							
First	Last	No Income	Earnings from WORK before deductions		Welfare, child support, alimony		Pension, retirement, Social Security, SSI, VA benefits		All other income		
			Income	How Often	Income	How Often	Income	How Often	Income	How Often	
No Household Members added. Click Add button above											
<b>PART 5. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (ADULT MUST SIGN)</b>											
An adult household member must sign the application. If Part 4 is completed, the adult signing the form also must list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)											
I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.											
Signature											
<ul style="list-style-type: none"> <li>I certify that I am furnishing true information and am advised that this application is being made in connection with the receipt of Federal funds</li> <li>School officials may verify the information on the application</li> <li>Deliberate misrepresentation of the information may subject the applicant to prosecution under State and Federal statutes</li> </ul>											
<input type="checkbox"/> By checking the this box, I agree to be bound by the preceding statements											
Applicant Information											
First Name:						Last Name:					
Address 1:						Phone Number:					
Address 2:											
City:						State: « State »		Zip Code:			
Social Security Number											
Last four digits of Social Security Number: ***-**-						<input type="checkbox"/> I do not have a Social Security Number					
While disclosure of the last 4 digits of a social security number is voluntary the National School Lunch Act requires the last 4 digits of a social security number or an indication of "none" for approval of the application.											
<b>PART 5. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (ADULT MUST SIGN)</b>											
An adult household member must sign the application. If Part 4 is completed, the adult signing the form also must list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)											
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<input type="checkbox"/> By checking the this box, I agree to be bound by the preceding statements											

## Applicant Information

Applicant Information

**First Name:**

**Last Name:**

**Address 1:**

**Phone Number:**

**Address 2:**

**City:**

**State:** « State »

**Zip Code:**

Social Security Number

**Last four digits of Social Security Number:** \*\*\*-\*\*-

☐ I do not have a Social Security Number

While disclosure of the last 4 digits of a social security number is voluntary the National School Lunch Act requires the last 4 digits of a social security number or an indication of "none" for approval of the application.

PART 6. CHILDREN'S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)

Choose one ethnicity

☒ Hispanic/Latino

☐ Not Hispanic/Latino

Choose one or more (regardless of ethnicity)

☐ Asian

☐ American Indian/Alaskan Native

☐ Black or African American

☐ White

☐ Native Hawaiian/Other Pacific Islander

Use of Information Statement

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

### SHARING INFORMATION WITH MEDICAID / CHIP

Dear Parent/Guardian:

If your children get free or reduced price school meals, they may also be able to get free or low-cost health insurance through Medicaid or the Children's Health Insurance Program (CHIP). Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

☒ Check here if your children have health insurance (including CHIP or Medicaid).

Because health insurance is so important to children's well-being, *the law allows us to tell Medicaid and CHIP that your children are eligible for free or reduced price meals, unless you tell us not to.* Medicaid and CHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Free and Reduced Price School Meals Application does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or CHIP, select the option below (this will not change whether your children get free or reduced price meals).

☐ **No! I DO NOT** want information from my Free and Reduced Price School Meals Application shared with Medicaid or the State Children's Health Insurance Program.



CHIP is a state health insurance plan for uninsured Utah children.

Families who do not have other insurance may qualify.

For more information or to apply, call or visit:

**1-877-KIDS-NOW**

[www.health.utah.gov/chip](http://www.health.utah.gov/chip)

« Cancel

Save Application »

**CHIP - This information will be printed on the CHIP Contact Report to turn into the health department.**

Create New Application – Search for an application « Create New Application »

**When adding information to an application, users need to always add the information exactly like it is on the paper application for auditing.**



## Part 1 – CHILDREN - Add Names of all household children

Application

→ **PART 1. CHILDREN**

→ Names of all children → Add

First	Middle Initial	Last	School	Student ID	Grade	Foster Child	No Income	LEA Student ID	
Toy		Zvonex				<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign	✗

Student ID field is for adding what is on the paper application or has been entered on the online application and doesn't link the student with the school database.



**Assign–** searches for the student in the database to link to the application.

Application

**PART 1. CHILDREN**

Names of all children Add

First	Middle Initial	Last	School	Student ID	Grade	Foster Child	No Income	LEA Student ID	
Toy		Zvonex				<input type="checkbox"/>	<input checked="" type="checkbox"/>	Assign	✗

Select the student to assign to the application by clicking on the student information.

Students

→ Toyono Zvonex  
Grade: 9  
Gender: F  
Birthdate: 23 Aug 1997  
Dunbar High School

15222 Toy Zvonex Search »  
☐ Include Exited/Inactive

**The student's LEA Student ID will be added to the application from the enrolled students.**

**Student ID - entered from  
paper application or online** ↓

**LEA Student ID - added from  
school database** ↓

First	Middle Initial	Last	School	Student ID	Grade	Foster Child	No Income	LEA Student ID	
Toy		Zvonex		15222		<input type="checkbox"/>	<input checked="" type="checkbox"/>	15222	✗


**No Student ID was entered from  
paper application or online** ↓








First	Middle Initial	Last	School	Student ID	Grade	Foster Child	No Income	LEA Student ID	
Dallen		Aaron				<input type="checkbox"/>	<input checked="" type="checkbox"/>	33010	✗



## Household members – Names of all children

How to add a household member who is not enrolled in a school.

Add the household member first and then - Select – the icon  - this will ignore the household member who isn't enrolled in school but, will include them in the number of household members for income eligibility verification.

PART 1. CHILDREN									
Names of all children									
First	Middle Initial	Last	School	Student ID	Grade	Foster Child	No Income	LEA Student ID	
Toy		Zvonex		15222		<input type="checkbox"/>	<input checked="" type="checkbox"/>	15222	 
Baby		Zvonex				<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ignored	 
Adult		Zvonex				<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ignored	 

Selecting the icon  - deletes the added household member when needed.

## Part 2. BENEFITS –

**Program** – Select the program if a student(s) applicant is assigned a SNAP, FEP, or FDPIR number

**SNAP:** Supplemental Nutrition Assistance Program (Federal Number)

**FEP:** Federal Employee Plan (Federal Number)

**FDPIR:** Food Distribution Program or Indian Reservations (Federal Number)

PART 2. BENEFITS			
If any member of your household receives Utah SNAP, FDPIR, or FEP, provide the name and case number of the person who receives benefits. Do not list 16 digit EBT card number, Social Security Number, Medicare/Medicaid numbers, or any number other than the case number.			
Program:	« None »	Beneficiary:	Case Number:
	« None »		
PART 3. HOUSEHOLD / RUNAWAY			
If any child is HOMELESS, MIGRANT, or a RUNAWAY, check the appropriate box and call John Smith (801)555-1212.			
<input type="checkbox"/> Homeless	<input type="checkbox"/> Migrant	<input type="checkbox"/> Runaway	

If the applicant doesn't have a SNAP, FEP, or FDPIR federally assigned number, skip the BENEFITS part of the application.

## Part 3. HOMELESS / MIGRANT / RUNAWAY -

→ **PART 3. HOMELESS / MIGRANT / RUNAWAY**  
If any child you are applying for is HOMELESS, MIGRANT, or a RUNAWAY, check the appropriate box and call John Smith (801)555-1212.

<input type="checkbox"/> Homeless	<input type="checkbox"/> Migrant	<input type="checkbox"/> Runaway
-----------------------------------	----------------------------------	----------------------------------

↑ ↑ ↑

## Part 4. TOTAL HOUSEHOLD GROSS INCOME

Enter the name(s) of the household members you haven't listed above.



Click Add to add household members.

Enter all household gross income information

→ **PART 4. TOTAL HOUSEHOLD GROSS INCOME**  
List all other family members, including children with income

NAME		HOW MUCH INCOME AND HOW OFTEN IT WAS RECEIVED								
First	Last	No Income	Earnings from WORK before deductions		Welfare, child support, alimony		Pension, retirement, Social Security, SSI, VA benefits		All other income	
			Income	How Often	Income	How Often	Income	How Often	Income	How Often

→ No Household Members added. Click Add button above

## Part 5. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (ADULT MUST SIGN)

**PART 5. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (ADULT MUST SIGN)**  
An adult household member must sign the application. If Part 4 is completed, the adult signing the form also must list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)  
I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Signature

- I certify that I am furnishing true information and am advised that this application is being made in connection with the receipt of Federal funds
- School officials may verify the information on the application
- Deliberate misrepresentation of the information may subject the applicant to prosecution under State and Federal statutes

☐ By checking the this box, I agree to be bound by the preceding statements

Applicant Information

First Name:		Last Name:	
Address 1:		Phone Number:	
Address 2:			
City:		State:	« State »
		Zip Code:	

Social Security Number

Last four digits of Social Security Number: \*\*\*-\*\*-

→ ☐ I do not have a Social Security Number

While disclosure of the last 4 digits of a social security number is voluntary the National School Lunch Act requires the last 4 digits of a social security number or an indication of "none" for approval of the application.

## Part 6. CHILDREN'S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)

PART 6. CHILDREN'S ETHNIC AND RACIAL IDENTITIES (OPTIONAL)		
Choose one ethnicity	Choose one or more (regardless of ethnicity)	
<input type="radio"/> Hispanic/Latino	<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian/Alaskan Native
<input type="radio"/> Not Hispanic/Latino	<input type="checkbox"/> White	<input type="checkbox"/> Black or African American
	<input type="checkbox"/> Native Hawaiian/Other Pacific Islander	
Use of Information Statement		
<p>The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.</p>		

## CHIP – Children's Health Insurance Program

### SHARING INFORMATION WITH MEDICAID / CHIP

SHARING INFORMATION WITH MEDICAID / CHIP

Dear Parent/Guardian:

If your children get free or reduced price school meals, they may also be able to get free or low-cost health insurance through Medicaid or the Children's Health Insurance Program (CHIP). Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

☒ Check here if your children have health insurance (including CHIP or Medicaid).

Because health insurance is so important to children's well-being, *the law allows us to tell Medicaid and CHIP that your children are eligible for free or reduced price meals, unless you tell us not to.* Medicaid and CHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children. Filling out the Free and Reduced Price School Meals Application does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or CHIP, select the option below (this will not change whether your children get free or reduced price meals).

☐ No! I DO NOT want information from my Free and Reduced Price School Meals Application shared with Medicaid or the State Children's Health Insurance Program.

# CHIP

Children's Health Insurance Program

CHIP is a state health insurance plan for uninsured Utah children.

Families who do not have other insurance may qualify.

For more information or to apply, call or visit:

**1-877-KIDS-NOW**

[www.health.utah.gov/chip](http://www.health.utah.gov/chip)



**CHIP – Filling out this information will be printed on the CHIP Contact Report to turn into the health department.**

**When finished – Save Application**



## Eligibility -

**New Application** « Change Application »

Eligibility

Series:  Auto « Edit » Application Status: New

Application Date: 06/05/2013

**Eligibility** – will be the last part of the application a user will complete.

**Series (number):** is Auto - automatically generated or this field can be edited to add an application number to a known series number, **but most of the time should not be edited.**

**Application Status:** is set to 'New' until the status is set by selecting – [Set Account Statuses »](#)

**Application Date:** defaults to the day you are entering the information.

Application Date: 06/05/2013 Withdraw Date:

Note:

Determining Official: « Select a Faculty » Determination Date:

Confirming Official: « Select a Faculty » Confirmation Date:

Verifying Official: « Select a Faculty » Verification Date:

Eligibility: Approved: Categorical (Free) [Set Account Statuses »](#)

**Withdraw Date:** enter date the applicant or user withdraws the application.

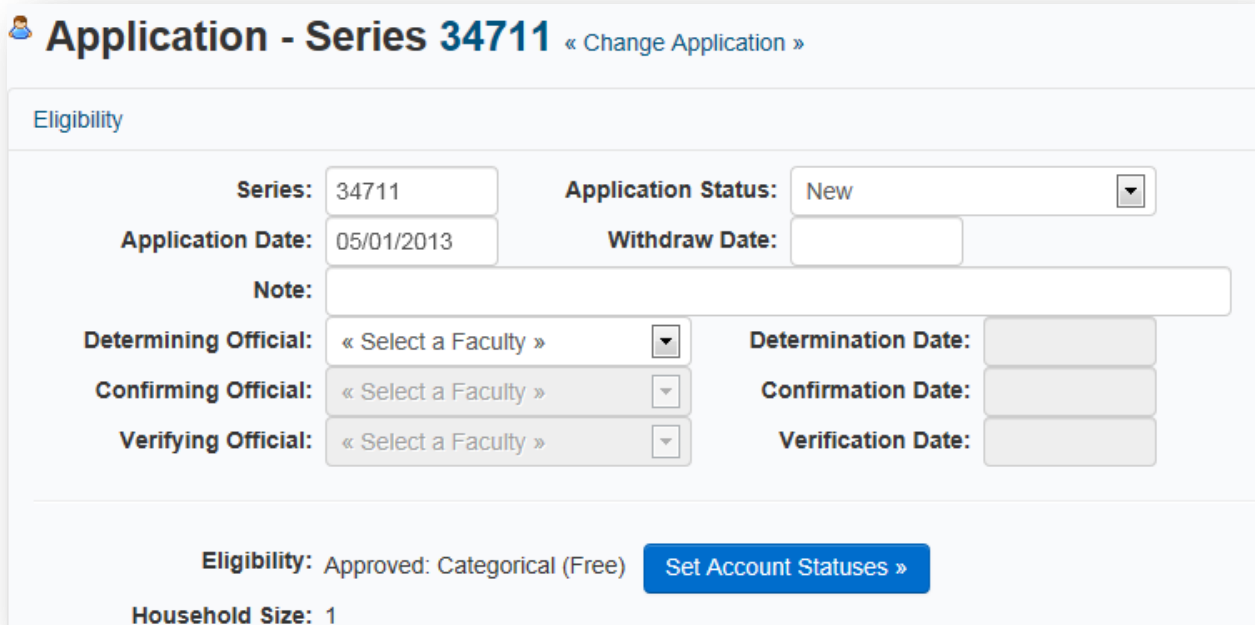
**Note:** used for information to clarify the information, such as waiting for more income information, etc.

- **Determining Official**    **Determination Date** – added for auditing
- **Confirming Official**    **Confirmation Date** – added for auditing
- **Verifying Official**    **Verifying Date** – added for auditing

**When application is finished:** [Set Account Statuses »](#)



## Set Account Statuses

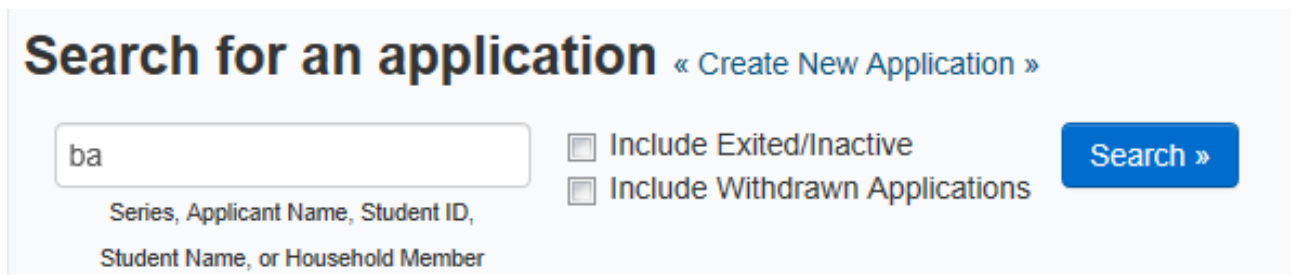
A screenshot of a web application form titled "Application - Series 34711" with a link to "« Change Application »". The form is divided into sections. The "Eligibility" section contains fields for "Series" (34711), "Application Status" (New), "Application Date" (05/01/2013), and "Withdraw Date". Below these is a "Note" field. The "Determining Official" section has three dropdown menus for "Determining Official", "Confirming Official", and "Verifying Official", each with the text "« Select a Faculty »". To the right of these are date fields for "Determination Date", "Confirmation Date", and "Verification Date". At the bottom, there is a status summary: "Eligibility: Approved: Categorical (Free)" and a "Household Size: 1". A blue "Set Account Statuses »" button is located at the bottom right of the form.

Once a user has Set Account Statuses – The application is no longer accessed to editing. To change an application

Making changes to an existing application – Re - Apply

Re-Apply »

Search for an Application – Search by - Series, Applicant Name, Student ID, Student Name, or Household Member

A screenshot of a web application form titled "Search for an application" with a link to "« Create New Application »". It features a search input field containing the text "ba". Below the input field is a list of search criteria: "Series, Applicant Name, Student ID, Student Name, or Household Member". To the right of the input field are two checkboxes: "Include Exited/Inactive" and "Include Withdrawn Applications". A blue "Search »" button is located at the bottom right of the form.



**Select Edit** – on application for setting status for students -

**Search for an application** « Create New Application »

ba ☐ Include Exited/Inactive ☐ Include Withdrawn Applications [Search »](#)

Series, Applicant Name, Student ID, Student Name, or Household Member

Series	Applicant	Date	Status	Student Name	Student ID	Birthdate	School	
29670	KRISTA BATT	7/1/2012	Income Approved - Free	Jerrald Bautner	27057	9/4/2001	Alfredo Elementary School	<a href="#">Edit</a>
29669	YOLANDA BARKUS	8/22/2012	Income Approved - Free	Hazael Banzhat	31791	8/31/2001	Mott Elementary School	<a href="#">Edit</a>
11046	Suzie Attridge	8/21/2012	Income Approved - Reduced	Kennley Bauckma	22261	5/1/1997	Dunbar High School	<a href="#">Edit</a>
				Chealsie Isles	22260	9/27/1994	Dunbar High School	
30872	LETICIA TORRES	7/2/2012	Categorical Approved - Free	Vernanda Barfield	14854	1/26/1994	Dunbar High School	<a href="#">Edit</a>
31360	MICHAEL DIXON	7/2/2012	Categorical Approved - Free	Hessam Barlocker	26904	11/16/2001	Sandavold Canyon Elementary Scho	<a href="#">Edit</a>
32354	SHANI FACTOR	7/2/2012	Categorical Approved - Free	A-Tyler Barrera	20374	5/18/2000	Big Town Jr High School	<a href="#">Edit</a>

**Select Re-Apply** – at the bottom of the application.

[Save Application »](#) [Re-Apply »](#)

SHARING INFORMATION WITH MEDICAID / CHIP

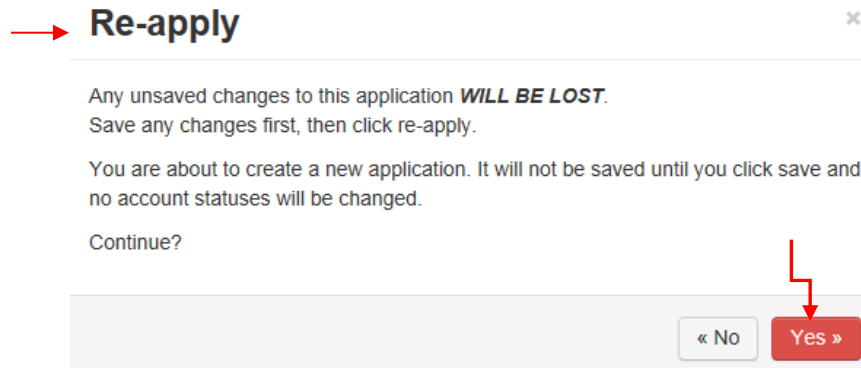
« Cancel [Save Application »](#) [Re-Apply »](#)

Food Service Feature  
250 E 500 S


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**Warning**

**This is just a warning – select Yes to continue with the Re-Apply**



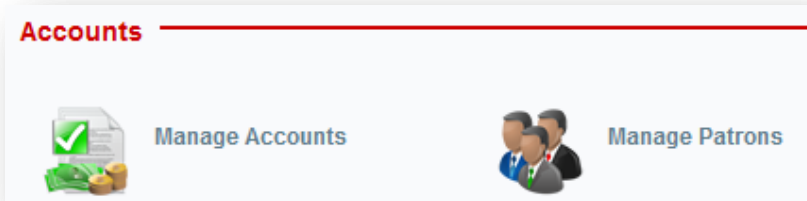
**If you have added or changed information on the application, Save the changes first and then Re-Apply.**

**Re-Apply**  creates another application and adds the new application to the series. The original application is not changed but, a new application is created and linked to the original.

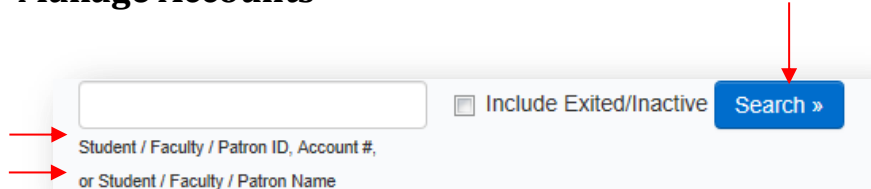
## To check the status of an application for a student -

Go to:

## Accounts



## Manage Accounts



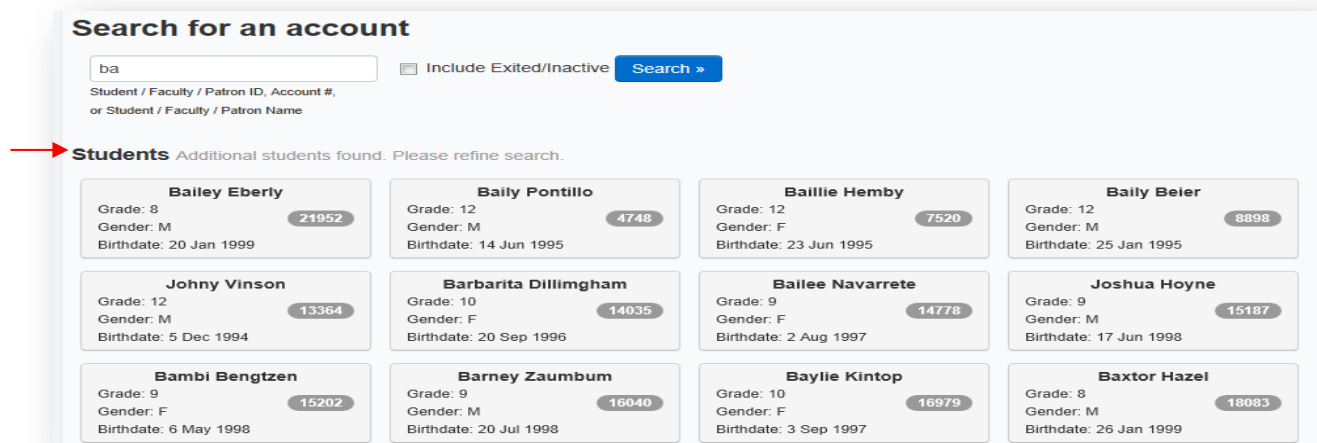
The image shows a search form for "Manage Accounts". It includes a text input field, a checkbox labeled "Include Exited/Inactive", and a blue "Search »" button. A red arrow points to the search button. Below the input field, there is a label: "Student / Faculty / Patron ID, Account #, or Student / Faculty / Patron Name".

## Include Exited/Inactive Students

Search by Student, Faculty, or Patron – ID Number

Search by Student, Faculty, or Patron – Name

Searches will pull up multiple types of users for faster searches



The image shows the "Search for an account" results page. The search input field contains "ba". The results are displayed as a grid of student cards. A red arrow points to the "Students" header in the results section.

Search for an account			
ba		<input type="checkbox"/> Include Exited/Inactive	Search »
Student / Faculty / Patron ID, Account #, or Student / Faculty / Patron Name			
<b>Students</b> Additional students found. Please refine search.			
<b>Bailey Eberly</b> Grade: 8 Gender: M Birthdate: 20 Jan 1999 21952	<b>Baily Pontillo</b> Grade: 12 Gender: M Birthdate: 14 Jun 1995 4748	<b>Baillie Hemby</b> Grade: 12 Gender: F Birthdate: 23 Jun 1995 7520	<b>Baily Beier</b> Grade: 12 Gender: M Birthdate: 25 Jan 1995 8898
<b>Johnny Vinson</b> Grade: 12 Gender: M Birthdate: 5 Dec 1994 13364	<b>Barbarita Dillingham</b> Grade: 10 Gender: F Birthdate: 20 Sep 1996 14035	<b>Bailee Navarrete</b> Grade: 9 Gender: F Birthdate: 2 Aug 1997 14778	<b>Joshua Hoyne</b> Grade: 9 Gender: M Birthdate: 17 Jun 1998 15187
<b>Bambi Bengtzen</b> Grade: 9 Gender: F Birthdate: 6 May 1998 15202	<b>Barney Zaumbum</b> Grade: 9 Gender: M Birthdate: 20 Jul 1998 16040	<b>Baylie Kintop</b> Grade: 10 Gender: F Birthdate: 3 Sep 1997 16979	<b>Baxtor Hazel</b> Grade: 8 Gender: M Birthdate: 26 Jan 1999 18083



**Add Status** – a change in status can be added

**If you need any assistance, please contact your SIS2000+ specialist.**